

Athletic Coordinator Description

PAY: 11/A \$16.02

Purpose of Job

This position is responsible for coordinating all activities required for delivery of athletic programs to youth and adults. **Must be able to work holidays, weekends, and nights during sporting/special events.**

Essential Job Duties

- Provides overall direction for the department's youth and adult athletic program.
- Plans, publicizes, supervises and operates a diversified program of athletics, sports, games and related activities for all appropriate ages; includes tasks such as registering participants, recruiting coaches, scheduling events, and maintaining equipment inventories.
- Analyzes and adapts new techniques and activities to the program to meet public requests and community needs.
- Maintains records of program usage, participation reports, expenditures, league results, recommendations for rule changes or program expansion.
- Prepares or completes various forms, correspondence, reports, statements, schedules, purchase requests, and other documents.
- Maintains inventory of athletic equipment and maintains storage building in a secure and orderly manner; issues equipment for youth athletics and takes up equipment at the end of each season; initiates requests for new or replacement materials.
- Recommends new and/or replacement purchases of uniforms and equipment as required.
- Supervises and performs general maintenance tasks or manual work necessary associated with department activities, which may include inspecting equipment/facilities, repairing sports equipment, setting up sports equipment, mowing grass, operating machinery/equipment, washing/cleaning equipment, cleaning work areas, etc.; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Schedules programs and activities; Schedules use of athletic fields and facilities for practice, games, contests and other activities.
- Coordinates with maintenance staff to ensure that suitable playing sites are available for all athletic practices and contests.
- Coordinates availability of necessary equipment, materials, uniforms, and supplies at activity sites.
- Assists with establishing staffing placement and schedules for all athletic personnel and volunteers.

Additional Responsibilities

- Travels, as required, to athletic events.
- Conducts registration for programs and events.
- Provides support service to the program manager through supervision and assistance with special programs and events.
- Willing to work flexible hours.
- Performs other related duties as assigned by the assistant director and the director.

Knowledge, Skills, and Abilities

- Knowledge of the rules, equipment, and facility requirements for a variety of sports and games.
- Knowledge of relevant laws, county regulations, department policies and procedures, and program objectives.
- Knowledge of general safety rules and regulations & first aid and CPR.
- Skill in athletic field preparation and maintenance.

- Physically capable of participating in and conducting athletic events.
- Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new situations and problems.
- Ability to establish and maintain effective working relationships with persons and groups interested in recreation, associates, other employees, departments, and the general public.

Physical Demands / Work Environment

Work is performed with the employee intermittently sitting, standing, walking, bending or stooping. The employee must lift both light and heavy objects occasionally. Work is performed in an office and out-of-doors where the employee is exposed to dust, dirt, noise, and cold or inclement weather.

Qualifications:

All applicants must have a B.S. Degree in Recreation, Sports Management, or a minimum of 2 years' experience in organized athletics, a valid Georgia driver's license and able to pass a drug screening test. A background check will also be conducted on each applicant.

Required Certifications/Licenses:

CPR/ First aid within a year

Valid Driver's License

Certified Youth Sports Administrator within a year

Burke County is an equal opportunity Employer. In compliance with the American with disabilities act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.